

**IOWA DEPARTMENT OF HUMAN RIGHTS (DHR), DIVISION OF CRIMINAL AND
JUVENILE JUSTICE PLANNING (CJJP) – STATISTICAL ANALYSIS CENTER
JOB OPENING ANNOUNCEMENT**

Budget Analyst 2

Salary	MIN	MAX
Hourly	\$23.46	\$35.63
Biweekly	\$1,876.80	\$2,850.40
Yearly	\$48,796.80	\$74,110.40

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**This position is posted on the State of Iowa Careers website:
<https://www.governmentjobs.com/careers/iowa/jobs/3820121/budget-analyst-2?page=2&pagetype=jobOpportunitiesJobs>**

Apply by: December 15, 2022 at 11:59pm

Telework is not immediately available for this position.

The Department of Human Rights, Division of Criminal and Juvenile Justice Planning (CJJP) is seeking candidates for a Budget Analyst 2 position. CJJP values a diverse workforce and encourages minorities, all genders, veterans, and persons with disabilities to apply.

The Budget Analyst conducts a variety of fiscal, budgeting, and administrative tasks for a state agency, the Department of Human Rights, specifically for the Division of Criminal and Juvenile Justice Planning (CJJP). The duties include:

- Apply accounting principles to all grant funds received by the Division of Criminal and Juvenile Justice Planning (CJJP), ensuring compliance with all state and federal regulations.
- Coordinate the Youth Development Allocation process with the Juvenile Court Services Offices in all eight Judicial Districts, which include:
 - Review proposals and budgets for funds
 - Write contracts and Memorandum of Understandings (MOUs) for the services and programs
 - Review and approve fiscal claims for reimbursement from grantees and subgrantees
 - Provide training to fiscal staff for Juvenile Court Services.
- Assist in the development of the 3-year Juvenile Justice Plan for the federal Juvenile Justice Delinquency Prevention Title II Formula Program, and develop and oversee the budget and sub-grantee awards.
- Review all grantees' expenditure reports and reimbursement claims. Assess expenditure level in comparison to progress made toward program objectives. Review and approve grantees' budget modification requests, and compile historical expenditure and program data for analysis.
- Conduct on-site fiscal and programmatic monitoring for all juvenile justice grantees and sub-grantees. Upon identification of discrepancies, assist with the resolution of compliance issues, document all discrepancies and report to the appropriate entities.
- Review progress reports and evaluate reported performance measures for all juvenile justice grantees. Provide technical assistance to grantee and sub-grantee agencies to ensure accurate reporting on mandatory performance measures. Compile and analyze performance measure data and complete federal and state reports on progress of grantees.
- Develop and review all contracts for CJJP. Complete state authorized contract trainings.

- Responsible for the administrative and logistical duties of multiple citizen-led councils, boards, committees, and task forces, including scheduling and hosting meetings according to requirements in rule and law for frequency, public access, public notice, prepare minutes from meetings and other record keeping, and on-boarding new council / board members.
- Perform administrative duties in the Department, including:
 1. On-boarding new employees, interns, and AmeriCorps members.
 2. Scheduling meetings and securing meeting space.
 3. Prepare agendas and materials for internal and external meetings. Facilitate information for all participants.
 4. Receive and screen visitors and phone calls, and maintain the basic knowledge of Department-wide program guidelines to be able to respond to questions from visitors and callers.
 5. Monitor office supplies and order new supplies, and sort mail
 6. Control access by visitors, by greeting and asking visitors to sign the log book, and direct them to wait in the reception area until someone escorts them to a meeting space.

ESSENTIAL FUNCTIONS:

Apply accounting principles and practices to grantee budgets and fiscal reporting.

Accurately utilize math and mathematical formulas, and choose the correct mathematical methods to solve budget and fiscal discrepancies

Understand and adhere to applicable laws, legal codes, administrative rules, and regulations.

Ability to collect, calculate, analyze, evaluate and organize data and program information and develop accurate performance and fiscal reports with the data and information.

Ability to speak and understand the English language and receive and transmit complex information, verbally and in writing, to and from the public, juvenile court personnel, grantees, and funders.

Read, comprehend, and write contracts, agreements and memorandums of understanding (MOU).

Ability to communicate effectively, both orally and in writing, with a diverse audience, including state advisory councils and grantee representatives.

Maintain organization of multiple, concurrent assignments and responsibilities.

Apply knowledge of State of Iowa and Department policies and procedures, and communicate these with council / board members, constituents, and staff.

Use PC based software at an advanced level.

MINIMUM QUALIFICATION REQUIREMENTS:

Applicants must meet at least one of the following minimum requirements to qualify for positions in this job classification:

- 1) Graduation from an accredited four-year college or university with a degree in accounting, finance, or business administration, and experience equal to two years of full-time work in professional level budget analysis or fiscal management.

OR

- 2) All of the following (a and b):

a. Two years of full-time work experience in professional level budget analysis or fiscal management;
and

b. A total of four years of education and/or full-time experience (as described in number one), where thirty semester hours of accredited college or university course work in accounting, finance, or business administration equals one year of full-time experience.

OR

- 3) All of the following (a, b, and c):

a. Graduation from an accredited college or university with a master's degree in business administration or public administration;
and

- b. One year of full-time work experience in professional level budget analysis or fiscal management;
and
- c. A total of four years of education and/or full-time experience (as described in number one), where thirty semester hours of accredited college or university course work in accounting, finance, or business administration equals one year of full-time experience.

OR

- 4) Current, continuous experience in the state executive branch that includes eighteen months of full-time work as a Budget Analyst 1.